

Classification: Assistant Project Manager, NH-0340-IV **Top Secret Clearance with SCI Required****Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2nd Div: Various Project Manager organizations3rd Div:4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: James T. Blake**Title:** Deputy Program Executive Officer**Signature:** _____/s/_____ **Date:** 4/25/03**Higher Supervisor or Manager:** _____**Title:** _____**Signature:** _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG**Title:** Program Executive Officer**Signature:** _____/s/_____ **Date:** 5/2/03**FLSA:** Exempt**Drug Test:** Yes**Key Position:****Sensitivity:** CS**Reason for Submission:** Acq Demo Conversion**Previous PD Number:** Various**Envir. Diff:****Acq Posn Category:** A**Acq Career Level:** 3**Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure:** ☐ Public Financial☒ Supervisor ☐ Manager ☐ Neither**Citation 1:** Series Definition, Hndbk Of Occ Grp & Series, Gs-340**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99**Citation 2:** Acquisition Demo Position Requirements Document**Top Secret Clearance with SCI Required****BUS Code:** 8888 **CL:** 441**Emergency Ess:****OPM Functions Code:****Status:** Competitive**Subject to IA:** Yes**Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:** 2**Acq Prog Ind:****Career Spec – Sec:****Mobility:**☒ Confidential Financial

**Acquisition Workforce Demo Project
Position Requirements Document**

Organization information:

Position is located in a Project Manager organization in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Assistant Project Manager, NH-0340-IV

III. Duties:

Serves as an Assistant Project Manager with full responsibility for the total management of assigned program/system(s). Responsible for the development of overall program management plans, requirements, execution, control and direction of the work and associated resources required for life cycle management of the program/system and associated products; for meeting and dealing with a variety of people in a variety of forums; and for a full range of personnel management responsibilities.

1. Plans and Directs Operations. Responsible for all matters relating to cost, schedule and performance for assigned program/system(s). Exercises technical and administrative program control and authority through the various phases of systems development. Establishes program objectives and units of measure for determining that the objectives have been met. Makes decisions when adjustments or different courses of action are necessary. Issue directives and instructions to organizational elements engaged in the execution of actions and services. Issues guidance through PM to Army elements regarding program and logistics management. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program developments and performance. Meets with internal staff and representatives from staff agencies and industry to determine program status, major milestones, and coordination of each system/subsystem to ensure orderly phasing of all actions and to detect in advance potential slippage or increased costs; and to ascertain appropriate action required to maintain or improve program schedules. Direct actions necessary to correct any indicated problem areas, including schedule slippage. Manages long range planning activities that include multi-year work plans that are the products of subordinate organizational managers. Exercises discretionary authority to

approve the allocation and distribution of funds within the PM budget to best meet the program's objectives.

2. Performs Coordination and Managerial Duties.

Promotes/defends assigned programs/systems at meetings and conferences. Supports PM at high level conferences with representatives of other government departments and agencies, participating organizations, foreign governments, and contractors/subcontractors. Develops and maintains close liaison and coordination with all participating agencies/organizations and users of the system to monitor collaborative planning and to give advice and counsel on assigned management activities. Visits industrial facilities, government agencies and higher headquarters to ensure proper and adequate program accomplishments of assigned products. Attends meetings and presents briefings to support and defend assigned products.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the organization's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Top Secret w/ SCI security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to represent and serve as spokesperson for the organization with senior executives and General Officers at DA HQ and elsewhere

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to organize and lead special (study/project) teams and task forces with members from different organizations and commands

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Ability to advise others

Ability to negotiate

Ability to communicate orally and in writing

Ability to give oral presentations

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to supervise and lead others.

Knowledge of program planning and budgeting cycles